



Remote Team Management

A 5 Star Rated course from the
Training experts





Remote Team Management Course

During this one day, 5 Star Rated, training course you will learn good practice to help you effectively manage your team remotely.

What you will learn

- An understanding of the challenges faced by the manager and employees when working remotely
- An appreciation of the importance of trust between the manager, individuals, and team; and how to develop that trust
- How to connect effectively with your team members and maintain rapport
- How to identify and create levels of reliability in working methods so transparency is maintained
- Techniques and tools to help you become a more confident and engaging remote workforce manager

Who would benefit from this course?

Anyone who manages a team who has not yet received remote team management training. Or, anyone new to management, and their role will involve managing staff remotely.

Classroom & Virtual Classroom Courses

We offer this course as a classroom-based course and as a live, interactive online course.

Our classroom courses are run as public courses at the venues shown below or as a private course anywhere in the UK.

Our online Virtual Classroom courses are available for people anywhere in the world with internet access. You will be able to see the trainer, their screen, be able to chat and ask questions.

No More Than 6 Delegates

5 Star Rated Course

Practice Led Learning

3 Months Online Support

Lunch Provided

Detailed Course Notes

Our interactive practical courses and learner centred approach, combined with small class sizes, provides the very best learning environment



5.0 ★★★★★

It was great thank you, enjoyable, laid-back, & informative.

I would definitely recommend (and already have) you to colleagues and friends as it was incredibly useful and worth the investment.

Jessica Wilson | Manchester International Festival



Private & One to One courses

We offer private group courses and one-to-one courses throughout the UK from £590 and Online From £550. Please email or call us with your preferred venue, number of delegates and any requests.

Remote Team Management

Course Outline

This course will teach you how to become a better, more confident manager of remote teams.

Introduction to Remote Team Management

- Understanding remote teams working
- Tools for successful remote working
- What are the benefits and challenges of working remotely?

Building Trust & Expectations

- The importance of building and maintaining trust between the manager and their team
- How to set rules and expectations of remote workforce engagement
- Creating reliable systems, tools and working methods to build clarity and transparency

How to be a successful Remote Team Manager

- Understanding the qualities of a successful Remote Team Manager
- Becoming a more confident and engaging manager when supervising remote workers
- Developing systems that minimise risk and instill consistency for all

- Improve your communication skills: appreciating the elements that enable you to become a more effective communicator when using interactive tools

Remote Team Meetings

- Understanding the differences between managing face-to-face meetings and remote team meetings
- How to manage effective remote team meetings

Effective One to One's

- What is a 1:2:1 review, and why are they important?
- How to get the most out of a 1:2:1 review
- The importance of questioning skills in effective one to ones
- How to structure a 1:2:1 review
- Manager 1:2:1 tracking form handout

Goal & Objective Setting

- The importance of Goal & Objective setting in helping team members be



- credible remote workers
- The difference between Goals & Objectives and the advantages of setting them
- SMART goals

Time Management

- Remote working time management tools
- Tips for effective time management for your remote teams

Giving Developmental Feedback Online

- Understanding developmental feedback
- How to give effective developmental feedback

Action Plan

- Planning next steps for improving remote team management

To book please see next page

Google

5.0 ★★★★★

A good overview with the right amount of detail in each area.

Some great examples to work on during the workshop. Plenty to take away and put into practice.

Kath Rickards
Sigma Consulting
Solutions Ltd

For private courses the course content can be adapted to suit your requirements.
Please contact us to discuss your requirements.





Remote Team Management Course

Why Choose M Training's Remote Team Management Training Course

- Run by a specialist Leadership & Management Trainer with over 10 years experience in running training courses
- This course is limited to 6 places so you are guaranteed personal support throughout the day
- Fully CIPD Qualified trainers
- Online and in convenient locations in Manchester, Leeds and Birmingham.
- We provide one to one and private group courses throughout the UK
- Course notes and support material
- Lunch & refreshments provided
- Certificate of achievement

Private and One-to-One Courses

One-to-one and private group courses are available from £590 for a one day classroom course and from £550 (full day) for a private online course .

One-to-one and private group courses can be run anywhere in the UK, at our Manchester office or via Virtual Classroom online.

How to book

To book the 1 Day Remote Team Management course, simply send us an email or give us a call.

Email: info@mtraining.co.uk

Call: 0161 226 6032

Or visit: www.mtraining.co.uk

The course was very well delivered and provided useful tools for the future.

Rebecca Hayes
Ansell Lighting